

BOARD MEMBER ORIENTATION TRAINING

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OVERVIEW OF THE DEPARTMENT & LEARNING GOALS	Department of Consumer Affairs Contact Information
	Board Member Orientation Training Learning Goals
	10 Principles for Highly Effective Board Members
	Glossary of Definitions
	Descriptions of DCA Boards, Committees, & Commission
	Discrimination Policy & Complaint Procedures
	California State Government – The Executive Branch
	Department of Consumer Affairs Organizational Chart
QUASI-LEGISLATIVE FUNCTION	Sunset Review Process
	The Life Cycle of Legislation
	Overview of California's Legislative Process
	Considerations for Bill Analysis
	Position Notification Requirements
	Six Legal Review Standards for Promulgating Regulation
	Overview of the Regulation Process
	Formal Regulatory Process
THE OPEN MEETING ACT & ETHICS	Bagley-Keene Open Meeting Act 12 Rules for State Board Meetings
	Public Meetings – Bagley-Keene Open Meeting Act
	Open Meeting/Ethics Resources
	DCA Conflict of Interest Code
	Can I Vote? Overview of Public Officials' Obligations Under Political Reform Act's Conflict-of-Interest Rules
	Limitations & Restrictions on Gifts, Honoraria, Travel
	Sexual Harassment Prevention Training & Policy
	Protection of Information Assets, Management Memo
QUASI-JUDICIAL FUNCTION & DISCIPLINE PROCESS	Disciplinary Process
	Adopt or Non Adopt
	Reviewing Record After Non Adoption
	Oral Argument on Non Adoption of Proposed Decision Example
	Accusation Example
	Accusation Example – Proposed Decision
	Accusation Example – Decision After Non Adoption
	OAH Training Materials for New Board Members
ADMINISTRATIVE PROCEDURE ACT	California Administrative Procedure Act Administrative Adjudication